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Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140052-9

POSITION DESCRIPTION

C 220

2. CAREER SERVICE DESIGNATION		3. LANGUAGE CODE		4. AREA KNOWLEDGE CODE		5. DUTY STATION <input type="checkbox"/> WASH., D.C. <input type="checkbox"/> OTHER (Specify)	
6. REASON FOR SUBMISSION (E.G., CHANGE OF DUTIES, CLASSIFICATION SURVEY, ETC.) IDENTIFY OLD POSITIONS BY TITLE, SCHEDULE, OCCUPATIONAL CODE, GRADE, POSITION NO. Reallocation of position, In lieu of Bu# C-99 GS-318-9						7. PLACEMENT DIVISION CONCURRENCE DATE:	
8. ACTION	POSITION TITLE			SCHEDULE	OCCUPATION CODE	GRADE	INITIALS
A.							
B. CWD	Administrative Officer			GS	0301.03	11	MAY 6 1954
C. INITIATING OFFICE							
9. ORGANIZATIONAL TITLE OF POSITION (IF ANY)				10. NAME OF EMPLOYEE (Last) (First) (Middle) IF VACANCY, SPECIFY 25X1A			
11. ORGANIZATIONAL LOCATION OF POSITION				12. CERTIFICATION			
A. OFFICE Deputy Director for Administration				This is a complete and accurate description of the duties and responsibilities of this position			
B. DIVISION OR STAFF Office of Deputy Director				A. EMPLOYEE		DATE	
C. BRANCH				B. SUPERVISOR			
D. SECTION				C. OFFICE REPRESENTATIVE 25X1A			
E. UNIT							

13. DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS

I. DUTIES AND RESPONSIBILITIES

Under general supervision of the Deputy Director for Administration serves as his Administrative Officer and general office manager for the immediate office of the DD/A. Responsible for performing a variety of administrative and coordinative duties and conducting special assignments for the DD/A requiring liaison and contact with operating officials throughout the Agency at the Office and Division level. Performs the following specific duties and responsibilities:

Furnishes general administrative support to the immediate Office of the DD/A and serves as general office manager in planning the Office procedures, control registers and supervising the administrative, secretarial and clerical activities of the office. Determines priority and allocates special work assignments to secretarial and clerical employees in the office, furnishing instructions and assistance relating to the end product desired. Reviews completed assignments for adherence to established office procedures, general administrative policy and agency regulations.

Conducts special assignments of a confidential nature for the DD/A. These require contact with Office and Division Chiefs throughout the Agency in order to discuss and obtain facts relating to various agency administrative matters. Prepares reports of facts obtained with recommendations relating to reliability and accuracy of data. Performs research in various records and correlates data from office files on subject matter relating to or of a similar nature in precedent cases for use by the DD/A in taking appropriate action on such matters.

Receives and reviews all incoming correspondence addressed to the DD/A, and on the basis of personal knowledge of the agency's administrative operations and superior's known or implied desires, makes recommendations regarding the appropriate action to be taken (except on correspondence of a policy determination nature). In addition, determines whether such correspondence should be routed to the appropriate Special Assistant for action where subject matter affects their area of assignment prior to submission to the DD/A. Incumbent reviews all correspondence or other documents requiring the

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signature of the DD/A, being delegated responsibility to make revisions, where deemed necessary, in order of presentation, grammatical structure, punctuation, spelling, use of pseudonyms, and format. Insures that such documents are in completed form and comply with established policies and procedures prior to submission to the DD/A for signature.

Receives all visitors and telephone calls to the Office of the DD/A, ascertaining the nature of their business and resolving problems where possible within established policy to conserve superior's time. Monitors all telephone conversations in which the DD/A participates in order to take notes and to keep abreast of his activities as an aid in scheduling his time. Calls and callers include officials at all echelons within the Agency, other government agencies and private life. In addition, incumbent serves as the point of reference in the Agency for receiving calls from various outside sources where individuals desire to discuss or furnish information to the Agency or to seek information regarding agency operations. This requires the exercise of extreme tact, diplomacy, quick thinking and sound judgment to furnish appropriate replies to questions and dispose of caller without giving offense or creating ill will.

Arranges appointments for superior, with complete authority for allotting his time to conferences and meetings; when deemed necessary, alters previously made appointments. In arranging conferences, contacts various high officials within the Agency and in other government agencies for the purpose of outlining general objectives of conferences, date, place, and time. Prepares agenda from general verbal statements or knowledge of subject matter; performs research in office files or secures data from other components as necessary in order to select, assemble, and correlate the background data necessary for superior to conduct such conferences.

Attends various conferences with superior for the purpose of keeping currently informed of plans, policies, and operations. At such conferences, takes notes and prepares transcripts of important matters which are of direct interest to superior. Prepares resumes of such transcripts and correlates previous data relating to the subject in order to have a complete and up-to-date report on such matters for use by superior in taking final action.

Reviews agency administrative orders and regulations which require the signature of the DD/A for adherence to established procedure and format prior to submission to superior. Where such papers do not require a policy decision, has delegated responsibility to ensure they are correct and do not conflict with existing agency policy. Interprets agency administrative policy and regulations in reply to calls and questions received from officials throughout the Agency.

Maintains a suspense record of special or highly sensitive matters and compiles a daily diary of Agency administrative activities and problems under consideration and the action taken by the DD/A. These controls and records are for his use in keeping constantly aware of the status of important action papers and as a direct source of reference to specific agreements and decisions made.

Personally contacts and conducts the necessary follow up procedures to ensure that established deadlines are met concerning matters of direct interest to DD/A.

Responsible for the preparation of vouchers, travel requests, miscellaneous reports, etc., required by the DD/A and members of his office in connection with domestic and foreign travel.

Takes and transcribes dictation given by the DD/A; edits and prepares such correspondence in final form.

Responsible for accomplishing the necessary administrative services for the office of the DD/A such as making arrangements for special equipment needed in conferences, securing telephone circuits between various offices, procuring of necessary office supplies and equipment, planning and coordinating office moves, etc.

Serves as Top Secret Control Officer for the Office of the DD/A. Attends meetings

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where new procedures are discussed and is responsible for implementing such procedures where appropriate.

Performs related duties as required.

II. SUPERVISION

Supervision Received:

Receives general supervision from the DD/A regarding general policy to be followed, but due to the frequent absence of superior, incumbent performs the majority of the duties under limited supervision.

Supervision Given:

Renders assistance on office policy and clerical procedures to the secretarial and clerical employees in the office of the DD/A. Furnishes day to day supervision over such employees.

III. QUALIFICATION REQUIREMENTS

1. Knowledges: Must have a thorough knowledge of the major organizational components of the agency and the innermost operations down to the Staff and Division level; thorough knowledge of agency administrative regulations and policies; excellent knowledge of the inter-office structure and channels of communication of top echelons of the Agency in order to know whom to contact and where for various information, coordination of papers, and the routing of correspondence and reports for the DD/A; a knowledge of the channels of communications with top officials in various government organizations such as Congress, Budget Bureau, Department of State, Department of Defense, and others who furnish support to the Agency; and an excellent knowledge of English grammar, punctuation, correspondence, arrangement and format.

2. Skills: Must be highly skilled in taking dictation (160 to 180 words per minute) and extremely proficient in typing (60 to 80 words per minute).

3. Abilities: Ability to plan and organize work in an office wherein any one work day, a large variety of unrelated matters having great import on the over-all administration of the Agency, must be processed within short deadline periods; ability to understand and interpret administrative regulations and directives; ability to exercise tact, discretion and judgment in answering telephone calls, screening office visitors and furnishing appropriate replies to questions; and ability to furnish instructions and supervise a staff of stenographic and clerical employees.

4. Work Experience and Education: Incumbent must have had a total of 6 years experience (3 related years experience and 3 years specialized experience) of such a scope and responsibility to adequately demonstrate ability to satisfactorily perform duties of the position.

Related Experience: Must have had 3 years of progressively responsible work involving performance or supervision of general office work such as work associated with preparation of correspondence; use of various type forms; maintenance of logs, registers, indexes and files; operation of office machines; obtaining and giving out information; gathering and assembling information; or related administrative and clerical work associated with general office operations.

Specialized Experience: Must have had 3 years of progressively responsible work involving performance or supervision of general office management type work requiring the establishment of office procedures and policies; editing and correcting administrative papers; interviewing individuals to obtain facts and preparing reports of findings; establishing control logs, registers, indexes and files; furnishing information to inquiries on a large variety of subjects in a government agency or large commercial organizations; procuring or negotiating for general office services; or related administrative work associated with general office management.

Allowable substitutions for required experience:

(a) Study successfully completed in a school, institution, college or university

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above high school level may be substituted for required related experience on the basis of one year of study for nine months of related experience; or

(b) Successful completion of all requirements for a college degree in an accredited college or university with specialization in public administration, personal administration, business administration, political science, accounting, or a comparable specialization may be substituted for one year of specialized experience and two years of related experience; or

(c) One year of experience as an Administrative Assistant at the GS-9 level in the Agency may be substituted in lieu of the related and specialized experience.

5. Physical Requirements: Incumbent must be able to withstand considerable strain, working long hours under tension.

6. Personal Characteristics: Must be emotionally stable, attentive to details, conscientious, and the work must appeal to the individual.

7. Special Qualifications: None.

IV. SCOPE AND EFFECT

This is the position in the DD/A's office with responsibility for general office operation and management. The development of appropriate office procedures and their proper implementation will materially aid in the smooth functioning of the office and conserve the time of her superior whereby he can devote maximum time to agency administrative policy matters. The effect of errors in work performed by the incumbent or the omission of various matters could seriously impair the administrative operation of the Agency with possible disclosure of agency operations and jeopardize cover projects.

V. MENTAL DEMANDS

Must exercise a considerable amount of mental concentration in furnishing replies to questions and interpreting regulations relating to agency administrative policy and status of pending administrative matters. Exercises originality of thinking, ingenuity and resourcefulness in managing the office operations. Must work under considerable tension generated by rigid demands for accuracy of work and short deadlines.

VI. PERSONAL WORK CONTACTS

Has frequent personal and telephonic contacts with officials at all echelons within the agency in arranging conferences, following up on various matters of direct interest to superior, conducting special confidential assignments for the DD/A, interpreting agency administrative policy, and related matters which embrace, in general, the entire scope of the administrative program of the agency.

VII. SPECIAL CONSIDERATIONS:

None.

VIII. POSITION PROGRESSION

Promotion to this position is from a lower grade administrative and secretarial type position within the DD/A, elsewhere in CIA, or from outside the Agency, providing applicant possesses the required qualifications. Promotional opportunities from this position would be to higher grade administrative office type positions elsewhere in the agency.

IX. DISTINGUISHING FEATURES

This is a mixed position encompassing various administrative duties but the controlling factor is the function of serving as confidential assistant to the DD/A, the nature of which renders support to the allocation of this position at this grade level. This position is considered comparable to the Administrative Officer positions to the Chief of Administration-DD/P, the Inspector General, currently allocated at the GS-11 level respectively.

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